



State of Idaho  
Department of Administration  
Division of Public Works

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October 26, 2023

REQUEST FOR QUALIFICATIONS (RFQ)

TO: Design-Build Teams

FROM: Pat Donaldson, DPW Administrator 

SUBJECT: DPW PROJECT NO. 24208  
Climbing Gym Renovation, Recreation Center  
Boise State University (BSU)  
Boise, Idaho

RFQ submittal packages will be received at the Division of Public Works (DPW) office, located at 502 N. 4th Street, PO Box 83720 Boise, ID 83720-0072, by 3:00 p.m., Mountain Standard Time Zone, on November 28, 2023, for furnishing Design-Build services to the State of Idaho.

All questions must be sent to the DPW Project Manager:

Nicole Gallaher, Project Manager  
Division of Public Works  
502 N. 4th St.  
PO Box 83720  
Boise ID 83720-0072  
(208) 332-1911  
[Nicole.Gallaher@adm.idaho.gov](mailto:Nicole.Gallaher@adm.idaho.gov)

Funding for the project is from the State. The Division of Public Works (DPW) will administer the project according to the terms and conditions of the award, State laws and guidelines. The Design-Build team will receive general instructions through the State. A Project Manager from DPW will be assigned to serve as project manager and liaison between the Department of Administration, the Agency, and the Design-Build team.

The Design-Build team shall warrant the following: not knowingly hire or engage any illegal aliens or persons not authorized to work in the United States as required by Title 67, Chapter 79, Idaho Code. The Design Professional shall take steps to verify that it does not hire or engage any illegal aliens or persons not authorized to work in the United States; and that any misrepresentation in this

regard or any employment of persons not authorized to work in the United States constitutes a material breach and shall be cause for the imposition of monetary penalties and/or termination of any Contract resulting from this RFQ.

## DESCRIPTION OF PROJECT

The scope of this project is to renovate the existing climbing gym located in the Student Recreation Center on the Boise State University campus, 1515 University Drive, Boise, ID 83706. Work will include removing the climbing surface, secondary frame, and flooring. The new climbing gym will be a panel system, maintain and/or expand current amount climbing surface of about 5,600 square feet, include at least 20 top rope and 4 lead climbing stations and a bouldering area. This project will also replace the existing flooring for the roped and bouldering areas and improve the lighting behind the wall.

Anticipated Schedule is as follows:

- Programming: March – April 12, 2024, including a two-week review period by the Agency and DPW.
- Schematic Design: April 15 – June 7, 2024, including a two-week review period.
- Design Development: June 10 – August 9, 2024, including PBFAC approval and a two-week review period.
- Construction Documents: August 12 – September 27, 2024, including a two-week review period and agency approval.
- Mobilize for Construction: December 2024
- Substantial Completion: April 2025

## REQUIRED SERVICES

The State is requesting Statements of Qualifications (SOQs) proposals for complete Design-Build services. The Design-Build team should be proactive with the design and construction processes (design phases, Division of Occupational and Professional Licenses plan reviews/permitting, early construction and procurement bid packages, identify long lead items). The Design-Build team will be required to provide all services as per the standard DPW Design-Build Agreement. At the time of contract negotiations, the Design Builder and team members must be properly licensed to practice in the State of Idaho for their specific disciplines.

The anticipated budget for this is approximately **\$440,700.00**. It is intended that this budget will include fees for designing the project, reimbursables, construction, contingencies, permitting, and tests. A relatively complete construction cost estimate will be required following the Schematic Design Phase and must be updated at each additional design phase. This estimate, when approved, will become the guaranteed maximum contract price.

In addition to the design phases, the Design Builder will be responsible for the approvals by the authorities having jurisdiction.

The Design-Build team will be required to upload all documents to DPW's cloud-based project management system, Projectmates. Documents may include, but are not limited to meeting minutes, sketches, diagrams, programming analysis, photographs relevant to the project, drawings, project manual, schedules, cost estimates, etc.

The Design-Build team will be required to meet monthly with the Project Manager for the purpose of providing a verbal and written report regarding the previous month's progress. Such monthly meetings will show funds expended in the completion of the project and specific accomplishments related to the completion of the project.

The Design-Build team shall keep in mind that during all phases code compliance, energy efficiency, and building maintenance concerns should be incorporated into the design.

The Design-Build team shall develop all necessary presentation materials for, at minimum, one (1) presentation to the Permanent Building Fund Advisory Council.

### **STATEMENT OF QUALIFICATIONS (SOQ) PROPOSAL CONTENT**

- A. **Cover Letter, no point value but is a required element:** Provide a cover letter as an introductory statement and background for your team. Include the email address and phone number of the primary contact person.
- B. **Basic Qualifications, 9 points maximum:** Provide brief descriptions pertaining to:
- Firm's history and years in business: 1-10 years; 11 years or more.
  - Firm's key staff who have been with the firm 5 or more years, and their roles. For example, 1-4 years as principals/project managers; 5 or more years as principals/project managers, etc.
  - Office Location(s). List the location(s) for the Design-Build firm, the lead architect who will be responsible for the design and construction administration. Include the location of the climbing wall manufacturer.

Please note: DPW reserves the right to investigate the financial responsibility and past project management for the design firm and/or consultants. Unfavorable responses regarding financial statements, bank references, interviews with past consultants, employees, creditors, or design professionals and/or consultants that were the cause of improperly managing a DPW project in the past seven years are grounds for rejection of RFQ submittal.

- C. **Specific Qualifications, 34 points maximum:** Ability to provide climbing wall maintenance and annual inspections is an important aspect of this project. Provide the Firm's approach to working with climbing gyms for timely maintenance and annual inspections.

Additionally, list all members of the design-build team, including the project manager, design professionals, and construction leads expected to accomplish the work. Describe who will perform

the various tasks, the amount of their involvement and responsibilities, their qualifications, education, training, and relevant special expertise in project type. The qualifications must demonstrate that each key staff member has a minimum of 5 years of experience in their respective professions. For example, 5-10 years, or 10 or more years.

For each key member provide one project example that demonstrates their qualifications and expertise needed for the proposed Climbing Gym Renovation project. For the project examples, include a description of the project, location, and construction value. Point value may potentially be increased for a project example that is comparable to the scope as described in the Project Description, and if the proposed project team has completed a comparable project in the past five years.

For the key team member tasked with coordinating the plan review, indicate if in the past two years they have completed a plan review through an online submittal process and if the process was with the Idaho Division of Occupational and Professional Licenses (IDOPL).

**D. Understanding and Approach to the Project, 15 points maximum:** Provide a narrative for the following five items. Limit to three (3) pages if printed both sides, or six (6) pages if printed one side. Provide a heading in the narrative for each item listed below:

- Understanding of the Agency and the project site
- Understanding of the project scope
- Approach to the design solution. Will the programming and schematic design phases include a minimum of three options/concepts? If not, please explain an alternative approach to achieve a satisfactory design solution.
- Understanding and experience navigating processes and quality control processes within a state institution.
- Commitment to the project; is the schedule acceptable as noted in the Project Description? If not, please explain if there are concerns with completing the design within the timeframe.

**E. Design-Build Past Performance, Client Questionnaire, 5 points maximum** Provide the attached reference questionnaire, Exhibit A, to three (3) past clients for Design-Build projects with a substantial completion date in the past three years. One client reference is for the Design-Builder, one is for the architect of record on a design-build team, and one is for the lead climbing wall designer on a design-build team. The client references are to return the completed survey directly to DPW via email to [peggy.birk@adm.idaho.gov](mailto:peggy.birk@adm.idaho.gov) no later than November 28<sup>th</sup>, 2023.

**F. Three Design-Build Project Examples, 9 points maximum (three points maximum for each example):** Provide renderings and/or photographs of three (3) design-build project examples similar to the scope of this project. Two design-build projects must be for universities and the other for a public climbing gym. Include project name, locations, short project description, square footage and a reference/contact for each project. The examples must be labeled with the person on the team who performed the work.

**G. Format, 3 points maximum:** To assist the SOQ evaluation, it is desirable to format the submittal similar to the headings listed above. The submittals should be clear and to the point. Emphasis should be placed on specific qualifications of the people who will perform the project and the approach to the project.

## SUBMITTAL REQUIREMENTS

Submit five (5) copies of the submittal; include one USB drive containing a PDF of the submittal. In your SOQ cover letter, include the email address of the primary contact person; **failure to provide this information may result in the proposal being nonresponsive.**

## EVALUATION, FINAL RANKING, INTERVIEW PROCESS

A selection committee consisting of two (2) persons from DPW, two (2) persons from the agency, and an independent Design Professional will rank the submittals. The initial ranking criteria will be weighted as indicated below and used to determine the teams selected for an interview, if deemed necessary. Interviews will not be held if the gap in points between the top ranked team and the subsequent team(s) exceeds the allowable interview points.

The ranking process is accomplished in two steps: Initial ranking based on the written submittal and final ranking based on an interview. The Selection Committee will score the written submittals based on the criteria. If interviews are conducted, the teams invited for an interview will be given content in the interview invitation. The remaining points will be awarded for the interview. If interviews are not conducted, then scores will be final based on the SOQ only.

The Selection Committee may choose to interview any, all, or none of the respondents as may be in the best interest of the State. The names of all firms that submitted a Statement of Qualifications and the names, if any, selected for interview shall be public information. At the conclusion of the RFQ process, committee comments and evaluation scores, as well as contents of all Statement of Qualifications become public information. Firms not selected will be notified in writing after the conclusion of the selection process.

If applicable the timeframe for the teams invited for an interview is approximately one hour; 25-30 minutes for the presentation; 15-20 minutes for the selection committee's Q & A; and 5-10 minutes for the Design-Build team's closing comments. After interviewing the selected teams, the Selection Committee will rank the interviews to determine the final score.

Initial Ranking, Written Point Scoring		
	Criteria	Maximum Possible Points
A	Cover Letter	N/A
B	Basic Qualifications	9
C	Specific Qualifications	34
D	Approach to Project	15
E	Client Questionnaire	5
F	Examples of Work	9
G	Format	3
Written Total		75

<b>Presentation - Interview Point Scoring</b>	
Criteria	Maximum Possible Points
Competency and abilities to address the items that will be provided to the teams selected for interviews	10
Selection Committee's Q & A	10
Overall Presentation	5
Interview Total	25

**AWARD**

Based on the results of the final proposals, DPW will recommend a course of action to the PBFAC at their next regularly scheduled meeting. If recommended, a notice of intent to negotiate will be issued by DPW.

**PROPOSED DATES:**

Receive RFQ Submittals	November 28, 2023
Oral Interviews, if required	Tentatively December 19, 2023
PBFAC Selection Approval	January 2, 2024
Negotiate Contract	January 2024

**SELECTION**

The State will attempt to select a firm at the next scheduled Permanent Building Fund Advisory Council meeting. Upon selection of a firm, the State will issue a letter of intent. However, final award is contingent upon the successful negotiation of an Agreement.

The contents of the submittal may be used in a legal contract or agreement. Proposers should be aware that methods and procedures proposed could become contractual obligations. The State reserves the right to reject any or all proposals received as a result of this request.

The State may also negotiate separately with any source in any manner necessary to serve the best interests of the State of Idaho. Awards will be made on the basis of submittals resulting from this request and subsequent interviews.

Attachments:

- Exhibit A, Client Reference Questionnaire
- Exhibit B, Boise State University Recreation Center Floor Plan
- Exhibit C, Boise State University Climbing Gym Photos

**End 24208 Design-Build RFQ**

RFQ 24208 Exhibit A

Client Reference Questionnaire

Design-Builder / Design Professional:

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Project completed by Design-Builder / Design Professional:

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Date of Project Substantial Completion:

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Name of Reference:

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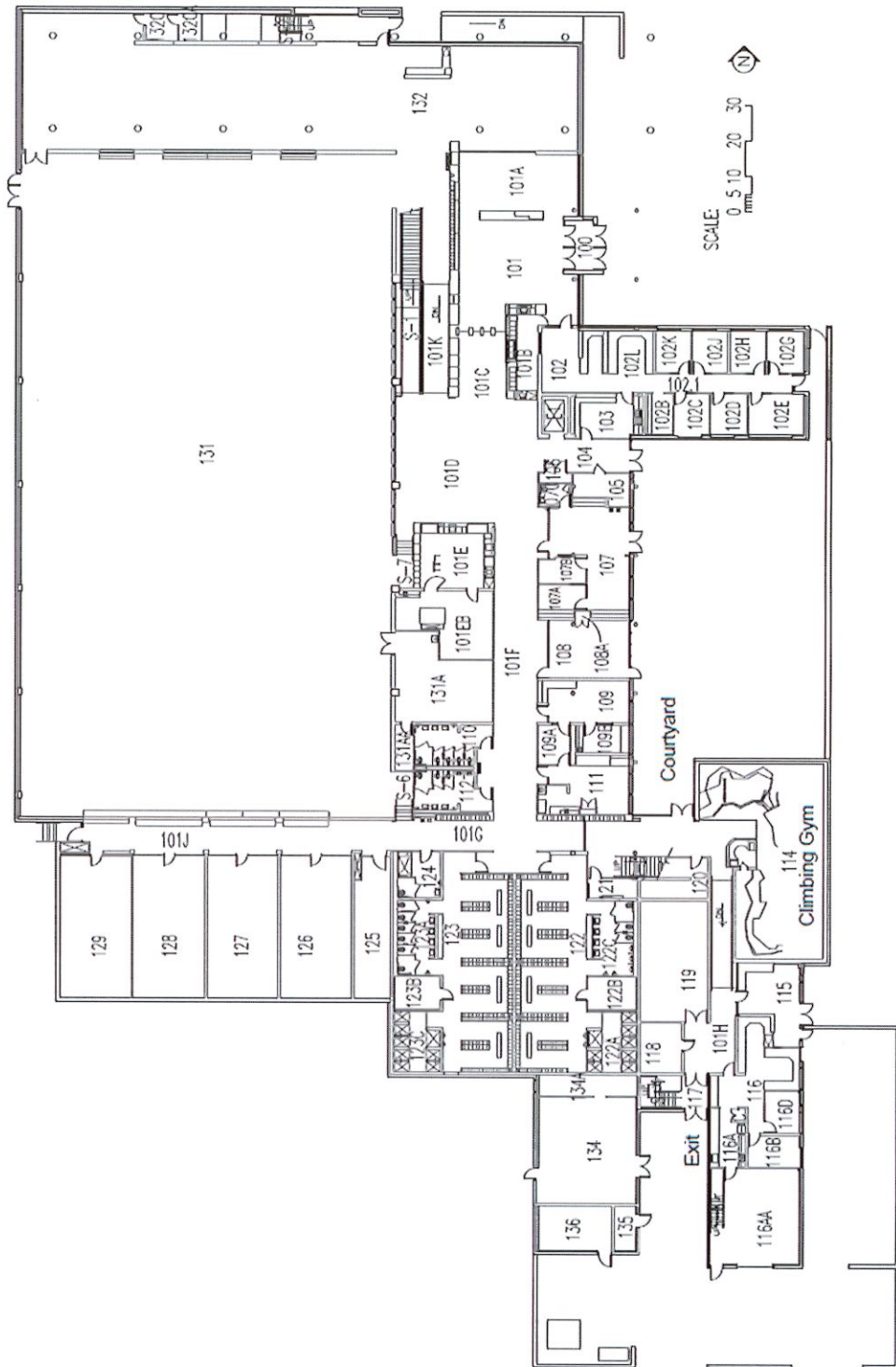
Using the Rating Scale provided below by circling the appropriate number for each item. Zero for “poor / inadequate” services through five for “exceeded expectations / excellent” services.

1. The project was within the construction budget (minimal change orders caused by errors/omissions).  
0    1    2    3    4    5
  
2. Ability to maintain the schedule (completed on-time or early).  
0    1    2    3    4    5
  
3. Quality of the construction.  
0    1    2    3    4    5
  
4. Professionalism and ability to manage their team.  
0    1    2    3    4    5
  
5. Communication, explanation of risks, and documentation.  
0    1    2    3    4    5
  
6. Ability to follow the owner’s directions, rules, regulations, and requirements.  
0    1    2    3    4    5
  
7. Overall comfort level in hiring this team again.  
0    1    2    3    4    5

Email directly to [peggy.birk@adm.idaho.gov](mailto:peggy.birk@adm.idaho.gov) no later than November 28<sup>th</sup>, 2023.

RFQ 24208 Exhibit B

Boise State University Recreation Center Floor Plan



FIRST FLOOR

REV: 9/2008  
1515 UNIVERSITY DRIVE

BOISE STATE  
UNIVERSITY

STUDENT RECREATION CENTER

STRC (102)



RFQ 24208 Exhibit C

Boise State University Climbing Gym Photos

